

March 22, 2001

**INSTALLATION OF THE ENROLLMENT APPLICATION SYSTEM (EAS)  
VERSION 1.0**

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive provides instructions for the installation of the Enrollment Application System (EAS) package.

**2. BACKGROUND:** As part of the ongoing effort by Department of Veterans Affairs (VA) to make forms available electronically to veterans via Web-based technology, the on-line VA Form 10-10EZ, Application for Health Benefits, was launched on November 1, 2000. Phase 2 of this project, which will automate the application process in Veterans Health Information Systems and Technology Architecture (VistA), occurred on March 20, 2001, when National VistA Support (NVS) released EAS version 1.0, to field stations.

**3. POLICY:** It is VHA policy that all facility Directors are responsible for installing EAS version 1.0 immediately upon receipt of package.

**4. ACTION:** Facility Directors must ensure installation of the package immediately upon receipt.

a. In order to allow training and transition time, facilities will continue to receive Phase 1 information in conjunction with Phase 2 data until May 1, 2001. Information from each application will be entered into both systems during this time. On May 1, 2001, Phase 1 data will be discontinued. Facility directors must ensure that personnel are trained in the use of the new package by that time. **NOTE:** *During the period that information is being received in both Phase 1 and Phase 2 systems at field facilities, it is essential that local personnel do not double-enter applicants. Care should be taken to compare applications in both systems to preclude multiple processing. Enrollment Coordinators and/or other training personnel must ensure that appropriate staff are aware of the multiple entries.*

b. The Office of Information (OI) National Training and Education Office electronically mailed a business user training manual to facility Enrollment Coordinators on March 15, 2001. In addition, two printed and bound copies of the manual will be mailed to the Coordinators no later than the third week of March. Enrollment Coordinators must ensure appropriate distribution of these manuals within their facilities.

c. Three national conference calls will be conducted for Enrollment Coordinators and other personnel interested in learning more about EAS version 1.0 functionality. Scheduled dates and times are as follows:

- (1) March 26, 2001 2-3pm EST 1-800-767-1850 access code: 27704.
- (2) March 28, 2001 3-4pm EST 1-800-767-1950 access code: 27704.
- (3) March 29, 2001 9-10am EST 1-877-230-4150 access code: 27704.

**THIS VHA DIRECTIVE EXPIRES MARCH 31, 2002**

**VHA DIRECTIVE 2001-016**

**March 22, 2001**

***NOTE:** Facility Directors are to ensure schedules for appropriate staff are arranged to allow participation in one of these calls.*

**4. REFERENCE:** None.

**5. FOLLOW-UP RESPONSIBILITY:** Health Administration Service (10C3) is responsible for the contents of this directive. Questions may be referred to 202-273-8300.

**6. RESCISSION:** This VHA Directive will expire March 31, 2002.

S/ by Dennis H. Smith for  
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Under Secretary for Health

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